

## Attachment O-1

### **Arkansas Workforce Investment Board's Definition of Credential**

Training and Employment Guidance Letter (TEGL) 7-99 received from the U.S. Department of Labor requires States to measure the credential attainment rate for adults, dislocated workers and older youth who have obtained employment. TEGL 7-99 gives the following broad definition of “credential”:

Credential - nationally recognized degree or certificate or State/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should include all State Education Agency recognized credentials. In addition, States should work with local Workforce Investment Boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.

TEGL 7-99 delegates to States the responsibility to define specifically which items will be allowed to count as a credential for WIA performance. In accordance with TEGL 7-99, Arkansas is defining a “credential” to be any of the following:

**A. A certificate, diploma, degree or statement of competency awarded by an eligible training provider that is on the state approved list required under Section 122 of the Workforce Investment Act.**

**B. Completion or attainment of any of the following:**

- High School diploma;
- General Educational Development (GED); or
- A certificate, diploma, associate, bachelor, graduate or higher degree issued by an institution of higher education that is legally authorized to offer postsecondary education.

**C. A locally defined and documented credential which meets the following criteria:**

A certificate or diploma awarded by a training provider (including an On-the-Job-Training [OJT] employer/provider) that has undertaken the following:

- Identified the specific competencies, tasks, or skills attained by the participant. The competencies, tasks, or skills shall be identified by:
  - Employer input at the national, state, regional, or local level;
  - Reviewed on an annual basis or periodic basis that is identified;
  - Developed and implemented curriculum to support instruction of the competencies, tasks, or skills; and
  - Confirmed attainment or completion of competency, tasks, or skills through valid and reliable testing or demonstration of competence, tasks, or skills.
- Obtained endorsement of the Local Board. In endorsing the credential, the Local Board shall confirm:
  - Initial and periodic employer involvement;
  - Use of curriculum or instruction consistent with the competency, tasks, or skills for which the credential is issued; and
  - Use of testing or demonstration of competence that reasonably confirms that the competencies, tasks, or skills have been obtained.

This application of this definition will become retroactively effective to July 1, 2002, upon approval by appropriate authorities. Local areas should follow this guidance in determining whether a training certification received by a recipient of WIA (or Partner Funded) training services constitutes a credential, for the purposes of inclusion in the WIA performance measures.

The data for this credential measure will be gathered locally. Local staff will use the follow up process to find which WIA clients have attained a credential by the end of the third quarter after exit, and enter this information into AWIS.

Local Areas should attain verification of the credential and retain it in the client's file for purposes of monitoring. The Local Board has discretion, under Option C, to carefully evaluate other types of locally defined credentials on their own merit to ensure recognition of successful completion of training services by WIA participants.